

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB05-34

Date: October 11, 2005  
Expiration Date: 6/30/06  
69:128:jp:9472

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LWIA ADVISORY COMMITTEE CONFERENCE CALL MINUTES—  
SEPTEMBER 1, 2005

The minutes and revised agenda from the Local Workforce Investment Area (LWIA) Advisory Committee conference call on Thursday, September 1, 2005, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact Jim Scholl at (916) 657-4610.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachments

# LOCAL WORKFORCE INVESTMENT AREA ADVISORY COMMITTEE CONFERENCE CALL

Thursday, September 1, 2005

---

## Agenda

10 a.m.	Welcome/Agenda Building/Hot Topics	Bob Hermsmeier, Workforce Investment Division (WID)
	California Workforce Investment Board (CWIB) Update	Brian McMahon, CWIB
	Security Survey	Bill Burke, Job Service Branch
	Automation of Worker Adjustment and Retraining Notification (WARN) 121 Process	Liz Clingman, WID
	Rapid Response Allowable Activities	Bob Hermsmeier, WID
	Eligible Training Provider List Update	Liz Clingman, WID
	Promoting One-Stops "Hire and Older Worker Week"	Linda Rogaski, Workforce Development Branch
	Next Conference Call Date/Future Advisory Call Discussion	Bob Hermsmeier, WID Brian McMahon, CWIB

## LOCAL WORKFORCE INVESTMENT AREA ADVISORY COMMITTEE CONFERENCE CALL MINUTES

Thursday, September 1, 2005

---

**Welcome/Agenda Building/Hot Topics**—Bob Hermsmeier, Workforce Investment Division (WID)

- **Welcome New LWIA Advisory Members**—The Local Workforce Investment Area (LWIA) Advisory Committee welcomes two new members, Jan Vogel of South Bay and Jacqueline Debets of Humboldt County. We are looking forward to working with them and appreciate their input on the Advisory Committee.
- **Rapid Response Additional Assistance Process**—Jose Luis Marquez stated a draft directive WIADD-101, *Title IB Dislocated Worker Additional Assistance Projects*, came out on Tuesday, August 30. The major changes are as follows: (1) The LWIAs can apply for additional assistance funding to address situations where formula 25 percent dislocated worker funds are inadequate. (2) There is more flexibility relative to the cost per participant. The local areas can submit up to \$5500 cost per participant. The LWIAs can request funding with a higher cost per participant if evidence is provided that the proposed cost is comparable to the regional average for their formula allocated dislocated worker funds. (3) The Employment Development Department (EDD) Director can now approve additional assistance requests of up to \$1 million for where there is an urgent need to provide services in response to a large layout for natural disasters. The draft directive is open for comments until September 20, 2005.
- **Local Area Performance Negotiation**—The performance calculations for Program Year (PY) 2004-05 have been completed and submitted to the California Workforce Investment Board for the release of the Annual Report. All negotiation proposals that were submitted have been reviewed, resulting with some compromise to the local areas requests. The WID will send an e-mail message to those local areas that requested renegotiation. A directive will go out regarding final performance for PY 2004-05, including goals and actual performance for the local areas. Those local areas that requested renegotiation in the original process and have concerns with the final proposed goals can contact Liz Clingman during the draft directive's 10-day comment period.
- **Final BRAC Recommendations**—The Base Realignment and Closure Commission (BRAC) finalized their recommendations. Some facilities in Monterey and one facility in Riverside County are not now included in the base closure. This will save

many jobs in California. The Department of Labor (DOL) published documents summarizing the planning process survey results and was very complimentary for the detailed response the State submitted. The following timelines on these activities are: (1) BRAC will forward their recommendations to the President by September 8. (2) The President will either accept or reject the recommendations in their entirety by September 23. (3) Once the President accepts those recommendations, Congress has 45 days to make their decision. The states should know by early November the final decision regarding base closures. At that point, the states will have the opportunity to apply for additional National Emergency Grants to address the BRAC realignment and closures. There are a large number of facilities in California that will be affected by these recommendations.

Senator Feinstein has been working closely with EDD and the State to get the first wave of funding of \$1.37 million. She will help again when more funding is needed to do actual services. The DOL has given the State a one-month extension to return the final plan to them. The new date for the local areas to submit their plans to EDD is September 16.

- **MIS Meeting Plans**—The Workforce Investment Division, partnering with the California Workforce Association (CWA) are planning Management Information Systems (MIS) meetings sometime in late September and into October. The agenda will cover policy implications and technical changes to the Job Training Automation System (JTA). There will be three to four regional meetings with the LWIAs to discuss changes to the program. A workgroup will also be formed to look at how the State issues guidance on literacy and numeracy. Virginia Hamilton of CWA suggested moving forward with a meeting on September 20 in Sacramento. The meeting will include local area MIS technical staff that can raise issues. This will tie into the future WID meetings/training sessions regarding MIS. Liz Clingman will meet with CWA to discuss these meetings.
- **Local Plan Modification Recommendations**—The LWIAs were initially given direction to put together their local plans and submit them to EDD while the State Plan was still pending completion at that time. It was uncertain if the State Plan would cause a later need for modification to those local plans. The Workforce Development Branch (WDB) and the California Workforce investment Board (CWIB) staff decided not to require another modification to the local plans. A directive will announce this decision.

**California Workforce Investment Board Update**—Brian McMahon, CWIB. At the July 28 meeting, CWIB approved a four-committee structure that is based on the priorities resulting from the Two-Year Plan development process. These committees will be vehicles for tangible work products on the part of CWIB.

The focus of the committees will be to analyze public input that was generated through the Two-Year Plan process. The outcomes will be to discuss the issues, potential solutions, and priorities for committee review. Committees will have as much Board participation as possible. The committees are also looking for non-Board member participation as voting members. It is very important to have strong local participation on these committees. The CWIB is working with CWA to have at least two local area

members on these committees. The CWIB is also looking to bring in contributors, which are subject matter experts or representatives from State Agencies. There will be lead staff support designated from CWIB. Also, there is very broad support from EDD and allocation of staff resources to this process.

- Update on CWIB Special Committee Process—The CWIB has reviewed the issues and strategies that were generated through the Two-Year Plan process and developed themes that will provide the short-term direction for these committees. The direction and focus of these committees can and should change as issues are addressed. The committees will report on their progress to the CWIB Administrative Committee scheduled for October 5. Additionally, there will be some tangible recommendations to CWIB, which is scheduled to meet November 30. The goal is to have relevant recommendations that reflect broad-based stakeholder input in this process.

There are individual Web pages for each of the committees on the CWIB Web site. The Web pages contain a list of the current membership (both CWIB and non-CWIB members), information on upcoming meetings and supporting documents such as committee themes, and summaries of previous committee meetings.

The Committees are:

- Business and Industry. Chair - Jamil Dada, Sr. Financial Manager, Provident Bank. This committee is exploring innovative, effective, business-related services that match the needs of employers. The committee's first meeting was held on August 24 with the next meeting scheduled for October 12.
- Targeting Resources. Chair - Barry Sedlick, Undersecretary, California Business, Transportation & Housing Agency. This committee was formed to recommend the direction of resources, including funding streams, in the most effective way to have the broadest economic impact as possible. The first meeting was held on September 9.
- Lifelong Learning. Chair - Mark Drummond, Chancellor, California Community Colleges. This committee will focus on collaborating to improve California's educational system at all levels. Their first meeting was held September 15.
- Accountability in Workforce Investments. Chair - Kirk Lindsay, President of Brite Transport Systems. The committee's focus is to ensure the accountability of public and private workforce investments. Their first meeting was held on August 23.

**Security Survey**—Bill Burke, Job Service (JS) Branch. The EDD Director, Patrick Henning, has made workplace security a top priority in the Department. A workgroup was formed to research other State agencies and employment security agencies in other states to determine the most current best security practices. Executive Notice No. 05-04C, issued July 20, 2004, delineated some of the steps that will be taken within the Department. These features will be in place by the end of December 2006.

The security for JS staff poses a different challenge because they are basically embedded in One-Stops that are accessible to the general public. The Department

recognizes features that may be appropriate for some of the other office sites, might not work in terms of the security effort within a One-Stop configuration. As a consequence, EDD's Business Services Division is undertaking site surveys. Over the next few months, meetings will be scheduled with the local areas at the One-Stop sites to go over what's in place, what will work, and if anything additional needs to be done to make the premises more secure.

**Automation of WARN 121 Process**—Liz Clingman, WID. The EDD is currently looking at alternative methods to manage the Worker Adjustment and Retraining Notification Act (WARN) database and the reporting of 121 Rapid Response site visits. The work is currently being done on a desktop database. One proposal is to build it into the Job Training Automation (JTA) system. Because JTA is not a Web based system it's not easily distributed to the One-Stop sites. Because of the State approval process, a Web based system could take two years to implement. Mike Curran asked if a local area could create a database solution that the local areas could use. The database while not created by WID, would allow WID to receive the local areas data. The local areas raised concerns about having their data put on the JTA. The WID will continue to look for options.

**Rapid Response Allowable Activities**—Bob Hermsmeier, WID. The WID has received numerous local comments concerning Rapid Response allowable activities over the last several months. Directive [WIAD04-9](#), *Dislocated Worker 25 Percent Funding Policy*, dated October 14, 2004, prohibits the local areas from performing certain activities with these Rapid Response funds. The directive has a matrix of activities that would be delegated to local areas to do, and some activities that are prohibited. The areas of concern are workshops that include resume writing and job search assistance. There have been quite a few discussions in the Department with various local areas, Rapid Response coordinators, and Administrators.

Jan Vogel indicated that local areas are trying to provide the best customer service. The prohibitions are certainly not in the best interest of the clients. It forces affected employees to the One-Stops. If an employer is willing to use their site to arrange a work schedule for the majority of the people, it would be beneficial to the client. Some of the workshops have been prohibited because the local EDD staff could do it. If that was ever the case, it certainly is not the case now. The local areas want to be able to provide those workshops as quickly and efficiently as possible to benefit their customers.

Bob Hermsmeier indicated this is not a prohibition to do the workshops or do them onsite. The prohibition is in using Rapid Response funds for those workshops. The local areas can do them with their formula money for dislocated workers and do the onsite work. The rationale for the State prohibition comes with the idea that JS does have Rapid Response funding dedicated to doing this type of work. So there's no duplication, the Directive prohibits the local areas from doing the work. Bob Hermsmeier will raise this concern in EDD for resolution. Bob Hermsmeier, Brian McMahon, and CWA will form a workgroup to discuss other Rapid Response issues.

**Employment Training Provider List (ETPL) Update**—Liz Clingman, WID. Barbara Halsey inquired about how the locals are submitting information to JTA and how timely the information is reflected in the State list and what can the local areas do to help provide the best service possible to the One-Stop customers. Liz indicated there is a JTA screen that enables additions, deletions, and modifications. Those changes go into the JTA system and come across in a report to WID's Performance Management Unit staff the following day. The reports are then reviewed and are processed in another 24-hour batch job. In partnership with CWIB, WID currently has a new workgroup to specifically look at ETPL and Subsequent Eligibilities. Currently, there is a waiver for implementation of Subsequent Eligibility until July 1, 2007. The WID would like to implement Subsequent Eligibility before that time because it is better for the system if there is quality performance data available to the local areas when they are reviewing training providers.

With the advice of the workgroup, Liz has instructed her staff to look at the internal ETPL process and to recommend any improvements. If deletions are not working properly, Liz will have the ETPL staff person take care of it. The WID is currently working with the Bureau of Private Post-Secondary Vocational Education to review all the providers on the list where certification may not be clear. The WID will not delete anyone without consulting with the local area responsible for placing the provider on the list.

**Promoting One-Stops "Hire an Older Worker Week"**—Linda Rogaski, WDB. The EDD is developing an "Employ the Older Worker" campaign. This campaign will coincide with the "National Employ the Older Worker" week, which is the week of September 26. The campaign will include Public Service Announcements (PSA) and brochures. The PSAs may include a statement directing people to the One-Stops to obtain services for an older worker, or to hire an older worker. The details of the campaign will be announced in an upcoming information bulletin.

**Future Advisory Calls Discussion**—Bob Hermsmeier, WID, and Brian McMahon, CWIB. The next Advisory call is scheduled for Friday, October 21. Several members inquired about having the calls moved to Wednesdays or Thursdays. A survey will go out this week for a consensus on changing the day of the calls.

Brian McMahon discussed with Bob the work of the Advisory group and how the calls are conducted. Brian suggested that in advance of the calls, materials regarding the agenda items could be sent to the Advisory members to review and respond back. There was an open discussion with the Advisory members on how to make the calls more meaningful for the Advisory group.

Mike Curran asked if the information sharing updates could be provided in written report before the actual meeting.

Virginia Hamilton suggested a face-to-face meeting every other month as done in the past. At one time the Advisory group worked through issues and was used more proactively instead of after the fact. One of CWA's goals is to build an even stronger State/local relationship with EDD and CWIB. This warrants having thoughtful conversations, perhaps in person, about reinventing the advisory role to work better.

Brian McMahon, Dennis Petrie, Bob Hermsmeier, and Virginia Hamilton will meet to discuss the options.

**Rapid Response Grant Applications Status—Steve Saxton.** The proposals have been read and are fairly near to the end of the review/scoring process. The readers have identified some questions in some of the proposals. The regional advisors have been following up with some of the sites to resolve those questions.

Joe Werner asked if the grants would start on October 1, 2005, and go through September 30, 2006. Steve replied that the target for starting the projects is October 1, 2005. These will be one-year projects, which can be started as late as January 1 through December 30.

### **15 Percent Solicitation of Proposals**

Mike Curran said that making the requirement that an entity can submit only one proposal is really problematic for the local areas because they have traditionally applied for Veterans projects and other 15 Percent projects. They would like to apply for another grant but the ruling only allows one grant per Taxpayer ID.

Bob Hermsmeier indicated WID has posted on the Web page clarifying answers to the questions that have come in related to this. Virginia Hamilton indicated that a local area can partner with a number of organizations in submitting, and be a partner to, other grants. There may be an issue of responsibility and whether or not those agencies really have the ability to do the required functions. Joe Werner asked if those other agencies could subcontract back to the local area to perform those functions. Bob Hermsmeier indicated that WID is allowing that, so the subgrantees can then subcontract back to do specialized work under that grant.

Joe Werner asked if local areas could participate in multiple applications. Lynora Sisk indicated the answer is yes. For example, an application can come in from a Community Based Organization (CBO). The CBO can respond that the LWIA will be the fiscal agent to do the financial and participant reporting. That's totally allowable, however, the CBO has to demonstrate in their application how this will make them capable of administering this grant by using the LWIA for reporting. If an entity is named as a partner in the application, the grantee does not have to go through a procurement process to use the partner. Bob Hermsmeier indicated there are questions and answers on the Web page that will give more details.

Mike Curran asked what was EDD's involvement in the Community College's 15 percent Nurses Solicitation. Steve Saxton indicated that EDD provided some readers but did not participate in the selection process.

### **Local Area Monitoring**

Jim Tremblay, Program Review Branch, indicated monitors will be contacting all 50 local areas in regard to conducting program monitoring visits between the end of September through the end of December. These visits will be conducted at the local areas.